

**BOARD OF COMMISSIONERS**  
**REGULAR PUBLIC MEETING IN VIRTUAL FORMAT**  
**JANUARY 18, 2021**

**MEMBERS PRESENT** Michael D. Hudak, President  
Malissa K. Davis, Vice President  
John K. Gallagher, Commissioner  
John J. Merhottein Commissioner  
Dale A. Sourbeck, Commissioner

**OTHERS PRESENT** James L. Broughal, Township Solicitor  
Anthony Giovannini, Township Solicitor  
Ron Gawlik, Township Engineer  
Doug Bruce, Township Manager  
Amanda Raudenbush, Planning Director  
Steve Hunsberger, PPIS Director

**CALL TO ORDER** President Hudak called the virtual meeting to order at 7:02 p.m.

**EXECUTIVE SESSION ANNOUNCEMENT** Solicitor Broughal announced that the Board of Commissioners met in Executive Session in virtual format on Wednesday, January 13, 2021 at 3:00 p.m. to discuss potential litigation and personnel matters pursuant to Section 708a of the Pennsylvania Sunshine Act. The meeting lasted approximately 1 hour.

**COURTESY OF THE FLOOR**

**SPENCER STOBER  
3375 GLOUCESTER DR.** Mr. Stober said the extremely loud vehicles in his neighborhood have become a quality of life issue and said he fully supports the purchase of decibel meters to enable police officers to issue citations. President Hudak added that the board will support this purchase. Mr. Bruce said the police have purchased one with funds available for \$150 and it is on its way.

**ALINA PSITOS  
3516 MARGATE DR.** Ms. Psitos said she too is experiencing the same quality of life issues as Mr. Stober.

**DAN DAVENPORT  
RESIDENT** Mr. Davenport believes that this is becoming an issue with children trying to call attention to themselves with loud vehicles.

**BARRY ROTH  
4323 CHETWIN TERR.** Mr. Roth expressed concern over the recent shootings and abandoned shopping carts nearby the apartment complex on Route 191 which is a gateway into the township. President Hudak the board was made aware and is currently discussing the matter.

**TOM KEEFER  
3808 CARTER RD.** Mr. Keefer commented that there are decibel meter apps on phones that could be downloaded to help the police. President Hudak said that the meters need to be more technical than to hold up in court.

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**APPROVAL OF MINUTES**

Mr. Gallagher said the minutes of the December 21, 2020 did not note his concern regarding Dean Wilson’s stipend on the bill agenda. Mr. Bruce said it was a misprint on the bill agenda. The correct amount of the stipend is \$215. Mr. Gallagher asked that the minutes be amended.

Upon motion (Davis-Gallagher), the Board of Commissioners voted unanimously by voice vote to approve the minutes of the December 21, 2020 regular public meeting in virtual format as amended.

Upon motion (Davis-Gallagher), the Board of Commissioners voted by voice vote to approve the minutes of the January 4, 2021 regular public meeting in virtual format. The motion passed 4-0-1. Mr. Hudak abstained.

**PUBLIC HEARING**

**ORDINANCE 01-21**

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF BETHLEHEM, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA VACATING CERTAIN UNNAMED ALLEY SHOWN ON A MAP ATTACHED HERETO LOCATED IN THE TOWNSHIP OF BETHLEHEM, NORTHAMPTON COUNTY, PENNSYLVANIA**

Mr. Bruce noted for the record that the public hearing was overlooked and not placed on tonight’s meeting agenda. Solicitor Broughal said the public hearing for the ordinance was advertised to held at tonight’s meeting. Mr. Gallagher asked if the township retains the property title. Solicitor Broughal said the alley was never deeded to the township nor was it ever maintained by the township.

Upon motion (Gallagher-Sourbeck), the Board of Commissioners unanimously voted by voice vote to adopt Ordinance 01-21 a vacating certain unnamed alley shown on a map attached hereto located in the Township of Bethlehem, Northampton County, Pennsylvania.

**SUBDIVISIONS & LAND DEVELOPMENT**

**RESOLUTION R009-21**

**A RESOLUTION GRANTING CONDITIONAL SITE PLAN APPROVAL OF THE NOTRE DAME HIGH SCHOOL AUDITORIUM ADDITION**

Ms. Raudenbush said this item was removed from the agenda at the applicant’s request.

**MOTION**

**A MOTION ADVERTISING AN ORDINANCE AMENDING CHAPTER 275 OF THE CODIFIED CODE OF THE TOWNSHIP OF BETHLEHEM “CODIFIED ORDINANCES,” BY AMENDING CERTAIN PROVISIONS OF CHAPTER 275 (ZONING), ARTICLE XXX, HOSPITAL HEALTH CARE VILLAGE DISTRICT, DEALING WITH DESIGN GUIDELINES FOR SIGNS CONTAINED IN EXHIBIT XXX-A, AND REPEALING ALL ORDINANCES INCONSISTENT THEREWITH**

Ms. Raudenbush briefly explained that the guidelines would memorialize the existing sign on the southwest corner of the St. Luke’s property. The guidelines were reviewed extensively by the planning commission and will be sent to the Lehigh Valley Planning Commission for their review and comments. Once reviewed, they will go back to the planning commission to send to the Board of Commissioners to vote upon. Mr. Gallagher said that they are retroactively

approving the guidelines and making it the standard.

Upon motion (Sourbeck-Merhottein), the Board of Commissioners voted by voice vote to approve a motion to advertise an ordinance amending Chapter 275 of the Codified Code of the Township of Bethlehem "Codified Ordinances," by amending certain provisions of Chapter 275 (Zoning), Article XXX, Hospital Health Care Village District, dealing with design guidelines for signs contained in Exhibit XXX-A, and repealing all ordinances inconsistent therewith

**MOTION**

**A MOTION APPROVING SECURITY RELEASE CERTIFICATION 4, IN THE AMOUNT OF \$2,329,710.57, FOR TRADITIONS OF AMERICA AT GREEN POND**

Upon motion (Merhottein-Davis), the Board of Commissioners unanimously voted by voice vote to approve a motion approving Security Release Certification 4, in the amount of \$2,329,710.57, for Traditions of America at Green Pond.

**RESOLUTIONS OF THE BOARD OF COMMISSIONERS**

**RESOLUTION R008-21 A RESOLUTION APPROVING THE EXPENDITURE OF \$327,977.00 FOR ONE TRANE CHILLER CGAM AND ONE TRANE TRACER, AND AUTHORIZING THE EXECUTION OF A CERTAIN MASTER LEASE PURCHASE AGREEMENT WITH DELAGE LANDEN PUBLIC FINANCE LLC**

Upon motion (Merhottein-Davis), the Board of Commissioners voted by voice vote to approve Resolution R008-21 approving the expenditure of \$327,977.00 for one Trane Chiller CGAM and one Trane Tracer, and authorizing the execution of a certain master lease purchase agreement with Delage Landen Public Finance LLC.

**RESOLUTION R010-21 A RESOLUTION APPOINTING A TAX COLLECTOR**

Mr. Merhottein said Mr. Kowalski volunteered for this position. Solicitor Broughal said that the appointment is only through the end of the year and that Mr. Kowalski will have to run for election if he chooses to remain tax collector.

Upon motion (Merhottein-Gallagher), the Board of Commissioners voted by voice vote to appoint Todd Kowalski the Bethlehem Township Tax Collector whose term shall last until December 31<sup>st</sup> of the year of the next Municipal Election.

**RESOLUTION R011-21 A RESOLUTION APPOINTING A MEMBER OF THE RECREATION COMMISSION**

President Hudak said he would like to table the resolution until the February 1<sup>st</sup> meeting in order to allow him more time to review potential candidates.

Upon motion (Hudak-Merhottein), the Board of Commissioners voted by voice vote to table Resolution R011-21 appointing a member of the Recreation Commission. The motion passed 3-2. Mr. Sourbeck and Mr. Gallagher opposed.

**MOTIONS OF THE  
BOARD OF  
COMMISSIONERS**

**MOTION**

**A MOTION AUTHORIZING THAT JOHN WAGNER BE GRANTED A LATE RETIREMENT FROM THE AFSCME PENSION FUND IN THE AMOUNT OF \$2,826.94 PER MONTH FOR LIFE, EFFECTIVE JANUARY 1, 2021**

Upon motion (Sourbeck-Davis), the Board of Commissioners voted unanimously by voice vote to approve a motion authorizing that John Wagner be granted a late retirement from the AFSCME pension fund in the amount of \$2,826.94 per month for life, effective January 1, 2021.

**MOTION**

**A MOTION AUTHORIZING THE TOWNSHIP MANAGER TO ENTER INTO AN AGREEMENT WITH CAMPBELL, RAPPOLD & YURASITS CERTIFIED PUBLIC ACCOUNTANTS FOR 2020 AUDITING SERVICES**

Upon motion (Merhottein-Sourbeck), the Board of Commissioners voted unanimously by voice vote to approve a motion authorizing the township manager to enter into an agreement with Campbell, Rappold & Yurasits Certified Public Accountants for 2020 auditing services, for an amount not to exceed \$22,400.

**MOTION**

**A MOTION ACCEPTING THE RESIGNATION OF BARRY ROTH FROM THE RECREATION COMMISSION**

Upon motion (Gallagher-Sourbeck), the Board of Commissioners voted unanimously by voice vote to approve a motion accepting the resignation of Barry Roth from the recreation commission.

**APPROVAL OF BILL  
AGENDA OF  
JANUARY 13, 2021**

Upon motion (Merhottein-Gallagher), the Board of Commissioners unanimously voted by voice vote to approve the Bill Agenda of January 13, 2021.

**APPROVAL OF  
BLANKET PURCHASE  
ORDER LIST – 2021**

Upon motion (Davis-Sourbeck), the Board of Commissioners unanimously voted by voice vote to approve the blanket purchase order list – 2021.

**APPROVAL OF  
PURCHASE ORDERS**

**PO 20210007 – WIND RIVER ENVIRONMENTAL – PPIS – \$4,508.01  
PO 20210008 – ROBINSON ROOFING SERVICES – PPIS – \$5,500.00  
PO 20210015 – DUAL TEMP CO. – PPIS – \$4,757.23  
PO 20210019 – BREAKTHROUGH CONCEPTS – PPIS – \$3,600.00  
PO 20210025 – CONRAD M. SIEGEL INC. – FINANCE – \$4,000.00  
PO 20210026 – TUWAY COMMUNICATIONS – POLICE – \$4,265.49  
PO 20210027 – WATCH GUARD – POLICE – \$4,480.00  
PO 20210072 – JOAO & BRADLEY CONSTRUCTION – PW – \$24,459.00  
PO 20210073 – SELEX ES INC. – POLICE – \$2,895.00  
PO 20210074 – WATCH GUARD – POLICE – \$11,670.00  
PO 20210075 – ESRI INC. – PPIS – \$10,000.00**

Upon motion (Gallagher-Davis), the Board of Commissioners unanimously voted by voice vote to approve Purchase Orders 20210007, 20210008, 20210015, 20210019, 20210025, 20210026, 20210027, 20210072, 20210073, 20210074 and 20210075 as presented.

**APPROVAL OF  
TREASURER'S  
REPORT OF  
DECEMBER 31, 2021**

Mr. Gallagher asked if interest was earned on any of the amounts shown on the report. President Hudak asked staff to respond back to Mr. Gallagher.

Upon motion (Gallagher-Sourbeck), the Board of Commissioners unanimously voted by voice vote to approve the Treasurer's Report of December 31, 2020 as presented, subject to audit.

**ZONING HEARING  
BOARD MEETING OF  
JANUARY 27, 2021**

The board confirmed that they would like representation at the meeting of January 27, 2021.

**MONTHLY REPORTS**

All monthly reports were accepted. Mr. Sourbeck asked how long is the agenda and the supporting documentation on the website. Ms. Davis said the monthly reports are saved on the dashboard on the website and on the Google Drive.

**HOUSENICK UPDATE**

Ms. Davis said the township received a letter from the trust agreeing to the request to extend the timetables by one year, subject to the Township's acceptance of the revised conditions of the pledge. President Hudak said he was fine with it and that the Trust is basically giving them another year to raise the money.

Upon motion (Hudak-Davis), the Board of Commissioners unanimously voted by voice vote to formally accept the revised conditions of the pledge as noted on the letter from the Housenick Mansion Foundation.

**ADJOURNMENT**

There being no other business, upon motion (Sourbeck-Merhottein), the Board of Commissioners unanimously voted by voice vote to adjourn the meeting at 7:52 p.m.

Respectfully submitted,

Laura G. Zapata  
Recording Secretary